

Logistics
Interim Standard Systems
(Materiel Management)

Executive Agent
Conference Book

January 1991

Prepared by the DASD Logistics

EXECUTIVE AGENT

FACT BOOK

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MATERIEL MANAGEMENT
LOGISTICS INTERIM STANDARD SYSTEMS
EXECUTIVE AGENT CONFERENCE
Challenges for an Improved Future
24 - 25 January 1991

January 24

08:30 - 09:00 Registration

09:00 - 09:15 Welcome/Agenda

Mr. Craner

09:15 - 09:45 Executive Agent Challenges

Ms. Morales

09:45 - 10:45 Executive Agent Guidance

Mr. Craner

10:45 - 11:30 Materiel Management Integration

Mr. Cook

11:30 - 13:30 Lunch - Topic: DOD Information Systems, The
Future

Mr. Andrews

13:30 - 16:00 Service Concepts of Operation

(Each Service allotted 30 minutes)

16:00 - 16:15 OSD Taskings

16:15 - 17:00 Executive Session

Executive Agents and Deputies only

MATERIEL MANAGEMENT
LOGISTICS INTERIM STANDARD SYSTEMS
EXECUTIVE AGENT CONFERENCE
Challenges for an Improved Future
24 - 25 January 1991

January 25

08:30 - 09:30 Configuration Management

Air Force

09:30 - 10:30 Data Management

Army

10:30 - 11:30 Wrap Up/Open Discussion

Mr. Craner

EXECUTIVE SUMMARY

This conference is being held as the result of our response to the request of the DoD Senior Information Resources Management Official to identify selected automated data systems to be designated as DoD Interim Standard Systems. Pending the ultimate development of single ADP systems under the Defense Management Review (DMR) Corporate Information Management (CIM) initiative, the first step toward standardization of ADP systems will be achieved through the selection of current or soon-to-be implemented systems as DoD standards. To facilitate the implementation and operation of the selected systems, Executive Agents have been designated as the DoD-wide managers of these systems with appropriate funding being provided to establish and operate an Executive Agent organization.

It is important to size the DoD business of Logistics, which is the acquisition, management, movement, and maintenance of the DoD materiel inventory. The challenge before us is to improve our business practices and obtain increased standardization with improved efficiencies.

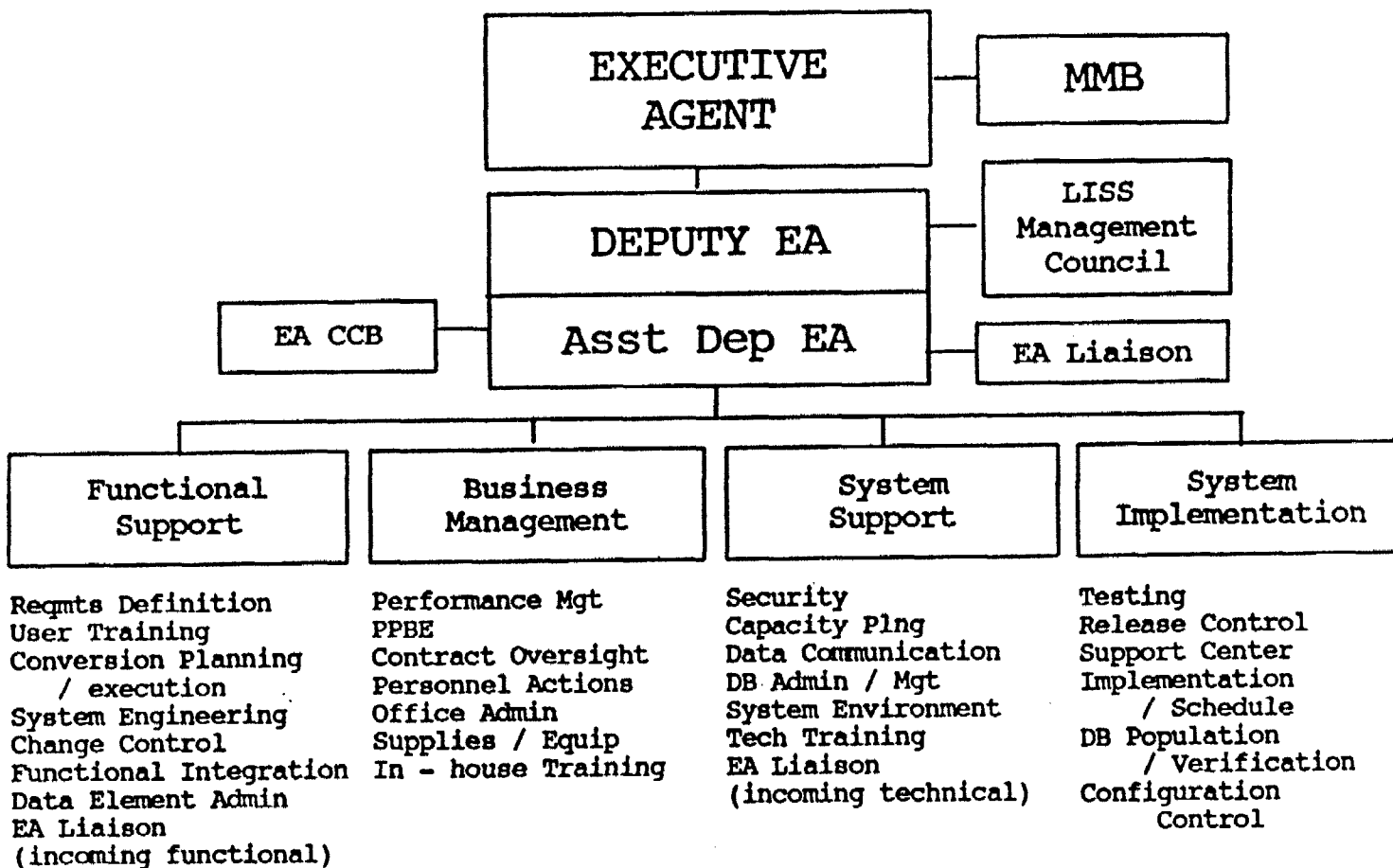
The selection of recommended executive agents for each of the selected systems is as follows:

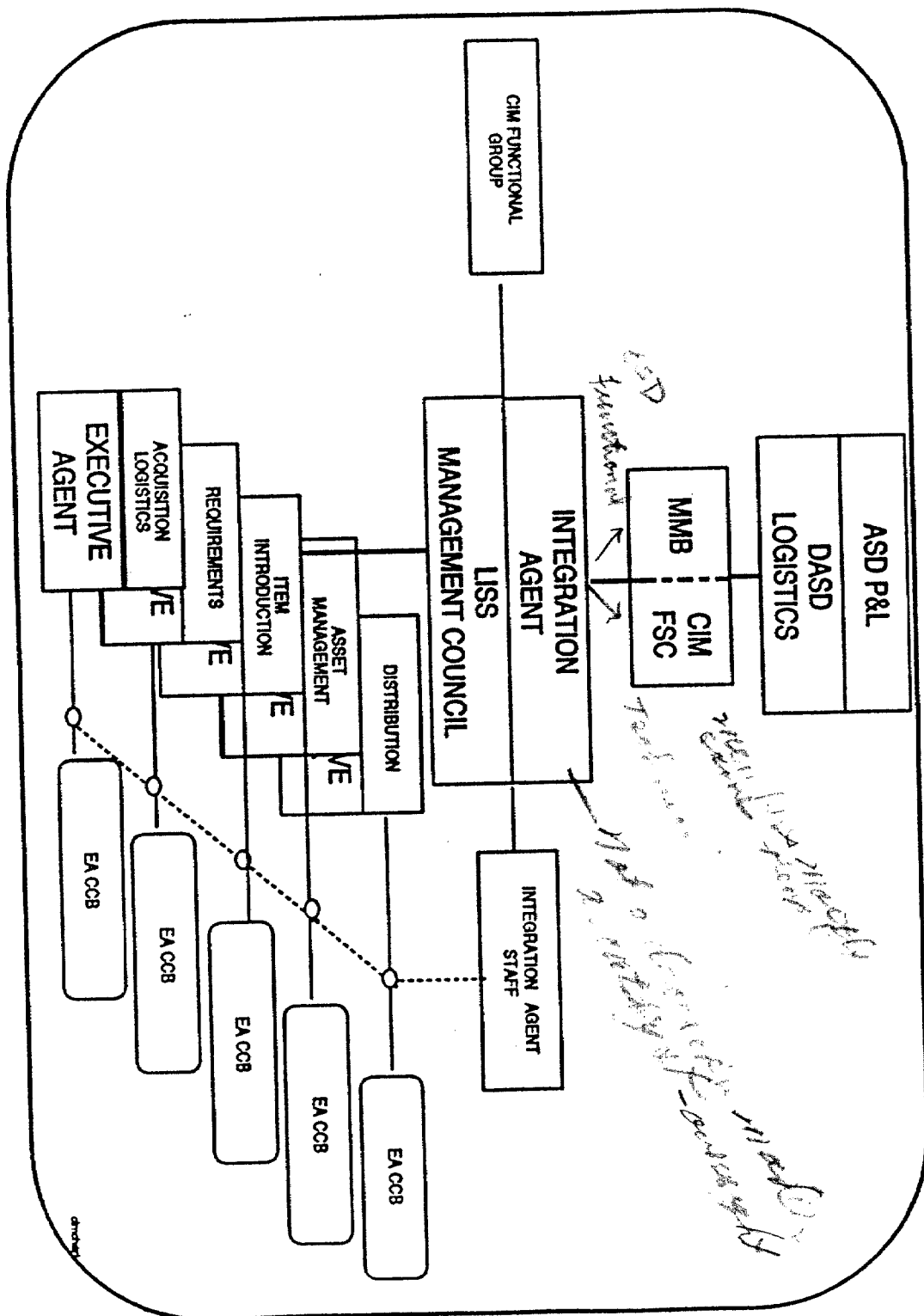
| <u>FUNCTIONAL AREA</u> | <u>EXECUTIVE AGENT</u> |
|---------------------------------|--------------------------|
| Acquisition Materiel Management | Navy |
| Item Introduction | Marine Corps |
| Requirements | Air Force |
| Asset Management | Army |
| Distribution | Defense Logistics Agency |

An important element of the success of interim standard system development is the establishment of a permanent, full-time organizational structure to manage and integrate the executive agent structure and to ensure the day-to-day operation of the interim systems. Each Component initiated this tasking and either established an organization or is in the process. At the OSD level a new ADP Systems and Technology Directorate has been established in the Office of the DASD (Logistics). This office will function as the Logistics Integration Agent for DoD to oversee the integration and systems standardization.

Strong direction is required to accomplish the challenges of interim standard systems in logistics. Policy has been established to provide responsibilities and procedures for all executive agents. Charters have developed providing authority, responsibility and accountability. Management controls are the center of this conference to provide single direction through coordination and cooperation of all executive agents, Components and OSD. Timely assignments, funding, tasking and most important, completion of each tasking is essential to the success of this initiative. Full support and commitment to these efforts is required to improve our business practices and provide improved efficiencies to the Department.

Executive Agent Functions







COMPTROLLER OF THE DEPARTMENT OF DEFENSE

WASHINGTON, DC 20301-1100

NOV, 7, 1990

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
ASSISTANT SECRETARIES OF DEFENSE
DIRECTORS FOR THE DEFENSE AGENCIES

SUBJECT: Executive Agent Charter for Management of Interim
Systems

My memorandum of June 25, 1990 provided the criteria for selecting interim standard systems which included assignment of an Executive Agent. The attached charter outlines the responsibilities, authorities and relationships of this Executive Agent for management of interim information systems within designated business areas. It also provides guidance on the relationship between Executive Agents, Corporate Information Management (CIM) Functional Groups, and Functional Steering Committees.

Timely assignment of Executive Agents will position the Department in the best posture to meet day-to-day operational requirements, while maximizing the use of limited resources, until such time as the CIM developed, DoD-wide, standard systems are implemented. Comments from the CIM Council have been incorporated into this Charter. The Executive Agent Charter will be effective for Executive Agents designated as a result of recommendations by the Functional Steering Committees.


Sean O'Keefe
Comptroller

Attachment

COMPTROLLER OF THE DEPARTMENT OF DEFENSE
Washington, DC

EXECUTIVE AGENT

FOR

MANAGEMENT OF DoD INTERIM INFORMATION SYSTEMS

CHARTER

REFERENCES:

- A. Deputy Secretary of Defense Memorandum, "DoD Corporate Information Management" of October 4, 1989.
- B. Comptroller of the Department of Defense Memorandum, "Guidelines on Interim Standard Information Systems" of June 25, 1990.
- C. DoD Corporate Information Management Process Guide of August 1990.
- D. DoD Directive 7920.1, "Life Cycle Management of Automated Information Systems" of June 20, 1988.

I. BACKGROUND

Pursuant to the objectives of the above references and based on recommendations of the Corporate Information Management (CIM) Functional Steering Committees (FSC), the DoD Senior IRM Official designates an Executive Agent for management of Interim Information Systems for each business area and supporting system(s), where feasible (See Section XIII. DEFINITIONS).

II. PURPOSE

To delineate responsibilities, authorities and relationships of an Executive Agent for management of Interim Information Systems for designated business areas.

III. APPLICABILITY AND SCOPE

This charter applies to the Office of the Secretary of Defense, the Military Departments, the Joint Chiefs of Staff

(JCS), the Joint Staff and the supporting joint agencies, the Unified and Specified Commands, the Inspector General of the Department of Defense (IG, DoD), the Uniformed Services University of the Health Services (USUHS), the Defense Agencies and the DoD Field Activities (hereafter collectively referred to as DoD Components).

IV. MISSION

Position the Department in the best Information Resources Management (IRM) posture to meet day-to-day operational requirements, while maximizing the use of limited resources, until such time as the CIM developed, DoD-wide, standard systems are implemented for designated business areas.

V. ASSIGNMENT

Executive Agent assignments will be designated at the DoD Component level, with delegation authority. The Executive Agent will report to the OSD Senior Functional Official through the Functional Steering Committee.

VI. RESPONSIBILITIES

A. The Executive Agent will:

1. Develop and submit a technical management plan through the CIM Functional Steering Committee for approval by the DoD Senior IRM Official to accomplish the mission (see Paragraph IV) in accordance with References B, C, and D. This includes current systems, both interim standard and interim non-standard systems (See Section XIII. DEFINITIONS).

- a. Obtain current requirements.

- b. Identify and document the current DoD Automated Information Systems (AISs) and supporting resources for the assigned functional area. The documentation will be in accordance with the CIM Process Guide and will become a portion of the final product of the CIM FG.

- c. Assess the adequacy of existing DoD AISs supporting the assigned functional area in accordance with Reference C. Prepare a proposal for review by the CIM FSC.

- d. Conduct economic and technical analyses on alternative solutions, as directed by the CIM FSC, to

determine the feasibility of transitioning from multiple systems to an interim standard information system(s). Report conclusions to the CIM FSC.

e. Prepare a recommended technical architectural proposal for operational systems, including users, facilities, hardware, communications and software, to determine what system(s) will operate, and where. This is based on identifying the best system(s), combination of systems, or the status quo to meet current DoD functional requirements in the interim period (up to 6 years) until CIM developed standard systems are available. The architectural proposal will be presented to the Senior IRM Official, via the CIM FSC, for approval.

f. Participate in major automated information system policy meetings involving the operating systems of DoD Components for the purpose of representing the Executive Agent's views.

g. Participate in CIM FSC deliberations as the technical expert in the business area.

h. Establish and operate the Executive Agent organization and structure that will support wartime and peacetime requirements and act as the focal point on critical actions that require immediate, continuing and effective interface with Joint Service and Agency action in support of peacetime, contingency, surge and mobilization conditions.

2. Plan, program, budget and execute funds for assigned interim systems development, enhancement and maintenance to sustain interim systems.

3. Provide configuration management services and oversight for all assigned interim AISSs. This includes review of new requirements (e.g., submitted by systems users) or modifications to existing requirements, review and analysis of all functional system change requests, and development of Executive Agent recommendations for consideration by the CIM FSC. These recommendations will be coordinated with the CIM FG, where appropriate.

4. Maintain and perform modifications (design/develop) to assigned interim AISSs in accordance with Life Cycle Management (Reference D). Except for statutory changes, all functional modifications of interim standard information systems will comply with functional requirements approved by the CIM FSC. Invite the CIM FG to participate in design reviews, systems tests and evaluation.

B. The CIM Functional Groups will:

1. Staff new functional requirements for the CIM FSC.
2. Provide available current functional requirements to the Executive Agent(s).
3. Provide, if available, documentation of existing systems and supporting economic analyses.
4. Review the Executive Agent's economic and technical evaluations of selected interim standard information system(s).
5. Participate, as appropriate, in design reviews and system tests and evaluations conducted by the Executive Agent for selected interim standard information system(s).

C. The CIM Functional Steering Committee will:

1. Oversee the progress of Executive Agents.
2. Resolve functional interface, integration, overlapping assignments, and policy implementation issues within or between functional areas/groups and Executive Agent(s).
3. Identify additional functional requirements and other related issues resulting from policy changes that need to be addressed by the Executive Agent.
4. Provide supplementary guidance, as required and consistent with provisions contained in this Charter, to address unique requirements of a particular business area.

D. The CIM Council will:

1. Review the progress of Executive Agents and provide the Chair advice on matters relating to implementation, methodology, and procedures.
2. Recommend solutions to technical interface, integration and policy issues within or between functional areas as raised by an Executive Agent(s).
3. Act as the focal point for information exchange.

E. The DoD Components will:

1. Fund and support the operations of interim information systems within the component.

2. Identify cost of current interim information systems operations to the Executive Agent.

3. Identify points of contact to the Executive Agent.

F. The DoD Senior IRM Official will:

1. Serve as the final approval authority for Executive Agent actions and interim standard information system assignments and decide any IRM issues that cannot be resolved by the CIM FSCs.

2. Coordinate efforts in dealing with Executive Agents where functional requirements interface or cross more than one Functional Group.

G. The DoD Comptroller will effect resource adjustments necessary to recognize and support the role of Executive Agent.

VII. RESOURCE CONTROL

The Executive Agent will ensure that dollar and manpower requirements to accomplish its mission are developed and submitted in accordance with established DoD policies and procedures. Executive Agent requirements are to be separately identified in Program Objective Memorandum and Budget submissions, with resources programmed in priority order. The Executive Agent will gain necessary resources from DoD components to support interim information systems. When appropriate, CIM funding reserves may be provided to fund interim systems. These reserves will be replenished by transferring associated out-year savings, if any.

VIII. ACCOUNTABILITY

The Executive Agent will furnish a quarterly report to the FSCs and the DoD Senior IRM Official on the execution of the Executive Agent mission, placing particular emphasis on measurable accomplishments, problem areas and required actions.

IX. COMMUNICATIONS CHANNELS

Direct communication is authorized between the Executive Agent and participating organizations involved in the execution of the Executive Agent mission, functions, plans, and programs. Participating organizations are responsible for supporting the Executive Agent.

X. LOCATION AND SUPPORT

To be provided by the Executive Agent.

XI. ORGANIZATIONAL RELATIONSHIPS

To be provided by the Executive Agent.

XII. DURATION

Executive Agent assignment will be in effect until such time as the interim system is replaced by the standard CIM system. The Executive Agent for the standard CIM system will be designated by the Senior IRM Official.

XIII. DEFINITIONS

Interim Information Systems. This includes all existing AISSs, as well as, any additional AISSs required to support functional business areas until such time as the interim system is replaced by the standard CIM system. Interim information systems consist of two categories, interim standard information systems and interim non-standard information systems.

A. Interim Standard Information System. An operational information system(s) or hybrid system composed of functional/system modules built from current operational systems designated to support a specific functional area for all DoD Components.

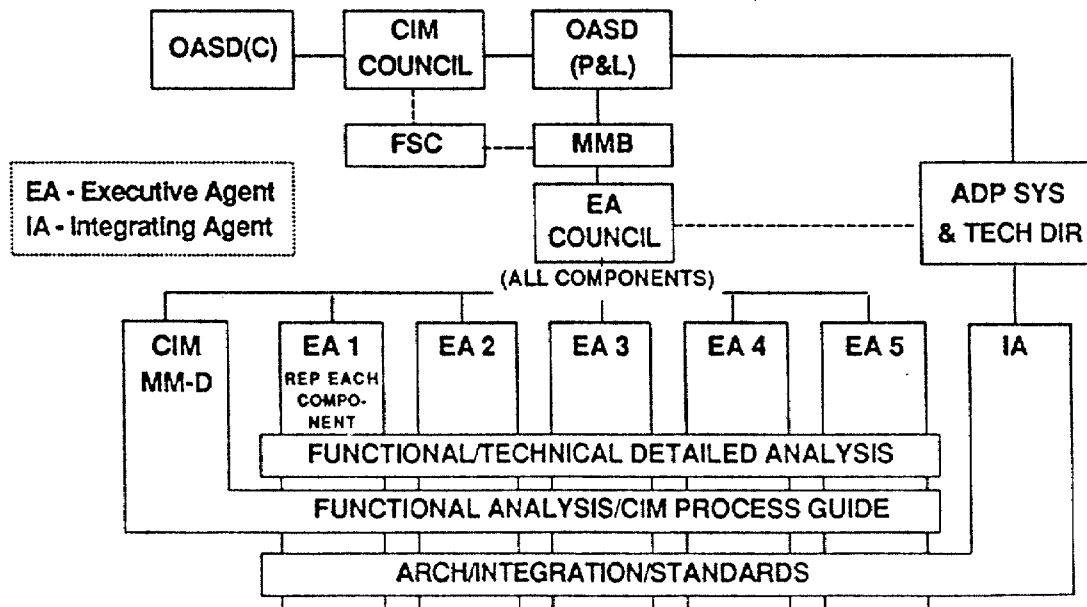
B. Interim Non-standard Information System. Any operational information system that supports a specific functional area, but does not support the function DoD-wide.

LOGISTICS INTERIM STANDARD SYSTEMS: EXECUTIVE AGENT ORGANIZATION AND SUPPLEMENTAL GUIDANCE

The Executive Agent (EA) for management of DoD Interim Information Systems is chartered by the senior IRM official, Department of Defense, dated November 7, 1990. The charter defines major missions relating to the standardization of interim standard information systems (ISS) for DoD. In this capacity, each component designated as an EA for a Logistics ISS (LISS) will establish a functional organization, generally classified as a separate reporting activity, within that component to ensure the mission is properly developed and coordinated. The functional organization will be supplemented by technical personnel and will obtain matrix support from other organizations within the Component, other Components or outside agencies/companies. Generally, the organization should be established in the structure indicated in enclosure 1 to this guidance.

The Executive Agent has been designated as the head of the Service/Agency; this authority may be delegated to an organization within the Component. The structure to be utilized by the EA for reporting accomplishments/resolving conflicts will be twofold (see figure below): the functional issues will be reported through the Executive Agent Council (composed of the EA and the Component Working Group (CWG) Representatives, chaired by OSD), the Materiel Management Board (MMB), and ASD(P&L); the technical issues will be reported through the Functional Steering Committee (FSC), the senior IRM official, and the Corporate Management (CIM) Council.

LOGISTICS INTERIM STANDARD SYSTEM DEVELOPMENT STRUCTURE



A number of the major missions of the EA are defined in the EA charter (enclosure 3). The Logistics responsibilities are so vast and complex, however, that the EA responsibilities have been divided into subfunctional areas for EA assignment and thus require further definition of missions as follows:

- a. Responsible to DoD for the assigned functional area.
- b. Responsible for negotiating the Service requirements among other EAs.
- c. Responsible for providing a minimum of two service personnel (one technical and one functional) to each of the additional four (4) EAs to ensure that Service requirements and integration issues are identified at the working levels.
- d. Required to participate in DoD meetings discussing functional policy issues.
- e. Provides representation to each of the OSD Working Groups in the areas of integration/determination of standards in communications, architecture, and data management, and to the work group responsible for systems integration.
- f. Serves as the primary Service representative on the EA Council and, in this capacity, is responsible to represent all Service concerns regarding LISS.
- g. Negotiates with other EAs the schedules for implementation of LISS segments into the Service.
- h. Provides input to OSD with reference to the DoD Logistics ADP Master Plan.
- i. Participates in OSD Strategic Logistics Planning.
- j. Responsible for presenting to OSD/EAs any proposed changes/bridges in the assigned functional area and for representing the Service in any discussions with other EAs.
- k. Responsible for MAISRC and related actions for assigned functional area.

Generally, the responsibilities of the EA are to develop, field, and maintain the LISS assigned to them. The Plans to accomplish these efforts will be defined in the concept and technical management plans, required by the supplemental guidance below.

Coordination will be accomplished between the Materiel Management and Distribution CIM organizations or other Logistics related CIM groups and each EA, during all phases of the technical and functional analysis, to complete the implementation of LISS. Assistance will be provided by the CIM functional personnel regarding documentation to be accomplished in accordance with the CIM Process Guide and the visions being developed for the long-term system.

Personnel provided between EAs will utilize this opportunity to ensure that all necessary and required functional and technical requirements are being implemented within the systems and consideration is given to full integration throughout the LISS.

Among the first responsibilities of the EA, as defined in the EA. Charter, is the development of a technical Management Plan. The following information provides the expanded guidance and data requirements for development of the Technical Management Plan.

TECHNICAL MANAGEMENT PLAN

The Technical Management Plan will be divided into two portions: a Concept Plan and a detailed Technical Plan. The Concept must be made available no later than (NLT) 90 Days following the assignment as Executive Agent; status of the plan will be provided to the Defense Materiel Management Board (MMB) through the Component Work Group (CWG) at the end of each 30 day increment. The Detailed Technical Plan must be delivered NLT 180 Days after the assignment as Executive Agent (EA). As with the Concept Plan, the Detailed Technical Plan will be provided to the MMB through the CWG at the end of each 30 day increment. Each plan will contain, as a minimum, the following:

CONCEPT PLAN

- A. ORGANIZATIONAL STRUCTURE
- B. METHOD(S) FOR ACHIEVING THE DOD INTERIM STANDARD SYSTEM (ISS)
- C. FUNCTIONAL REVIEW TEAM REPORT IMPLEMENTATION
- D. BUSINESS PROCESS MODEL
- E. COST/BENEFIT ANALYSIS
- F. IMPLEMENTATION OF DOD DIRECTION
- G. INTERNAL/EXTERNAL INTERFACES
- H. IMPLEMENTATION SCHEDULE
- I. TRAINING PLAN
- J. MANAGEMENT ISSUES
- K. CONFIGURATION MANAGEMENT
- L. ARCHITECTURAL ISSUES
- M. CONTRACTUAL ISSUES

DETAILED TECHNICAL PLAN

- A. CORPORATE INFORMATION MANAGEMENT (CIM) PROCESS GUIDE DOCUMENTATION
- B. TECHNICAL ARCHITECTURAL PROPOSAL (ALL MATERIEL MANAGEMENT SYSTEMS)
- C. BUDGET PLAN
- D. CONFIGURATION MANAGEMENT
- E. LIFE CYCLE DOCUMENTATION
- F. TESTING
- G. OPERATIONAL SUPPORT
- H. DATA MANAGEMENT

CONCEPT PLAN

The Concept Plan must contain, as a minimum, the following information:

A. ORGANIZATIONAL STRUCTURE:

A detailed description of the organizational structure being used to accomplish the mission. Enclosure 1 defines the overall approach to be used in establishing the organizational structure. The detailed description will clearly indicate the component delegation structure, the personnel usage projected from each component (both functional and Central Design Activity (CDA) personnel), and the involvement expected from contractors and other outside agencies in accomplishing the mission. Delegation authority within the component should prevent unnecessary layering in the management structure and allow for quick resolution of issues/impediments to the process.

B. METHOD(S) FOR ACHIEVING THE DOD INTERIM STANDARD SYSTEM (ISS):

A detailed analysis must be accomplished and the results must be presented in such a way as to address the modular or reusable programs to be incorporated from other DOD components into the core system. The results of this analysis should be depicted in such a way that all components can readily ensure that their required functionalities/unique requirements have been recognized and are being addressed. Methods depicted may represent a time-phased approach to accomplishing the total requirement, and if so, must address actions being accomplished to achieve near-term benefits and successes and the associated milestones to accomplish these actions.

C. FUNCTIONAL REVIEW TEAM REPORT IMPLEMENTATION:

The concept plan must clearly address the data contained in the reports from the Functional Review Teams (FRT). This section will clearly indicate the method of implementation for both the recommendations and the concerns to the EA. The plan will succinctly display how the recommendations were utilized, and, if the recommendations were not accepted, it will document, sufficient for audit purposes, the logic/reasons the recommendations were not used. This area, when coupled with the implementation plan, must reflect that all shortcomings identified by the FRT for the system recommended have been corrected and that the system is now ready to be exported to other components.

D. BUSINESS PROCESS MODEL:

The plan will include a Business Process Model for all functions assigned to the EA. The plan will be in sufficient detail to allow the integration team to review and determine that multiple EA's are not addressing the same issues and that all common functions have been addressed. The model will depict the unique/interim non-standard functions and the methods by which each is being addressed.

E. COST/BENEFIT ANALYSIS:

A cost benefit analysis must be accomplished in accordance with current DOD Directives. The ISS must accrue savings to DOD within six years (interim life cycle), therefore, if the cost benefit analysis does not reflect a projected savings, the EA must provide alternative solutions to achieve the overall objective and still allow for cost savings to be achieved.

F. DOD DIRECTION:

Components have received direction over the past months to achieve the cost savings directed by documents such as the DMRDs and the Inventory Reduction Plan (IRP). To achieve the cost savings, in many cases, requires modifications to currently established automated systems within the component. This portion of the concept plan must address the technique that had been planned by each component to achieve the savings and how the EA expects to provide the capability to achieve the same savings through implementation actions in the ISS. All efforts must be made by the EA to optimize changes in the functional areas; however, changes must be implemented in such a manner that components are able to achieve the projected savings.

G. INTERNAL/EXTERNAL INTERFACES:

The concept plan must address both the internal and external interfaces and the methods being employed to ensure successful interface during the transition and operation of the ISS. External interfaces must include those interfaces with other EAs for Materiel Management (MM) as well as the areas outside MM, whether or not an ISS has been selected. If an ISS has not been selected, the EA must provide the connectivity to the component's current automated system and clearly reflect in this part of the plan how this will be done.

H. IMPLEMENTATION SCHEDULE:

An implementation plan must accompany the concept plan and must reflect the planned schedule to achieve the conversion of all sites for all components to the ISS. This portion of the overall plan must address configuration management controls, release management plans, and the time phased approach planned for implementing the ISS. It must be coordinated with the other EAs to ensure that all integration issues are addressed and that all external interfaces are consistent with the overall approach for proliferation of all MM areas. (Example: The ISS Procurement System implemented at any site would require different interfaces if the Requirements' ISS is already in place versus a site without the Requirements ISS because the input/output requirements of the supporting applications are different.)

I. TRAINING PLAN:

This plan must address the categories of personnel to be trained, the techniques to be used (classroom, video, train-the-trainer) and the timeframes and tools to be provided to accomplish the training.

J. MANAGEMENT ISSUES:

This portion of the plan must address issues which must be resolved by management levels above the EA. Solutions to these issues must be identified and documented before this portion of the plan is completed. Issues identified in this section can be of both a functional and/or technical nature, and each issue will be sufficiently documented so as to allow for resolution at the lowest management level (ranges from the EA council through the DOD Senior IRM Official). This documentation will include actions already taken for resolution which have failed.

K. CONFIGURATION MANAGEMENT:

Each EA will describe their proposed Configuration Management (CM) concept of operations. This concept should address how the ISS will be baselined and how proposed changes to the baseline will be approved and coordinated by the DOD Components. Describe the methodology that will be used to track application changes/status and to maintain the CM audit trails. This section will also describe the planned approach for development of each of the EA recommendations for consideration by the CIM Functional Steering Committee (FSC) and the CIM Council after coordination with the CIM Functional Group (FG).

L. ARCHITECTURAL ISSUES:

The concept plan must propose the methodology for addressing the necessary hardware, system/utility software, and communications hardware/software upgrades required to implement the ISS system at the various DOD Component's locations. The proposed funding approach and responsibility for these upgrades must also be addressed.

M. CONTRACTUAL ISSUES:

Discuss the methodology for addressing any contractual issues relating to the implementation of the ISS in each of the DOD Components. Specifically, describe how you will find and resolve any contractual issues pertaining to the development, exportation, and maintenance of the ISS, integrating the ISS into the other DOD Components' systems, and the retrofitting of the DOD Component to accommodate the ISS.

Describe how you will address the issues that pertain to the acquisition of new hardware, system/utility software, communications hardware/software, and applications contractual support. Also describe how these will be integrated into the DOD Components' systems and data processing installations.

E. LIFE CYCLE DOCUMENTATION:

Provide a milestone schedule and an approach to arrive at life cycle documentation for the system resulting from this merging of the best component parts from existing AISs. Appropriate life cycle documentation must be made available and be included as a part of the implementation plans. Proper documentation must be available at IOC date.

F. TESTING:

Provide a test plan/methodology that ensures quality products are delivered to the customer. Include in this methodology the identification/source of test data and the technique you plan to employ to ensure that all components have representative data in the test data base.

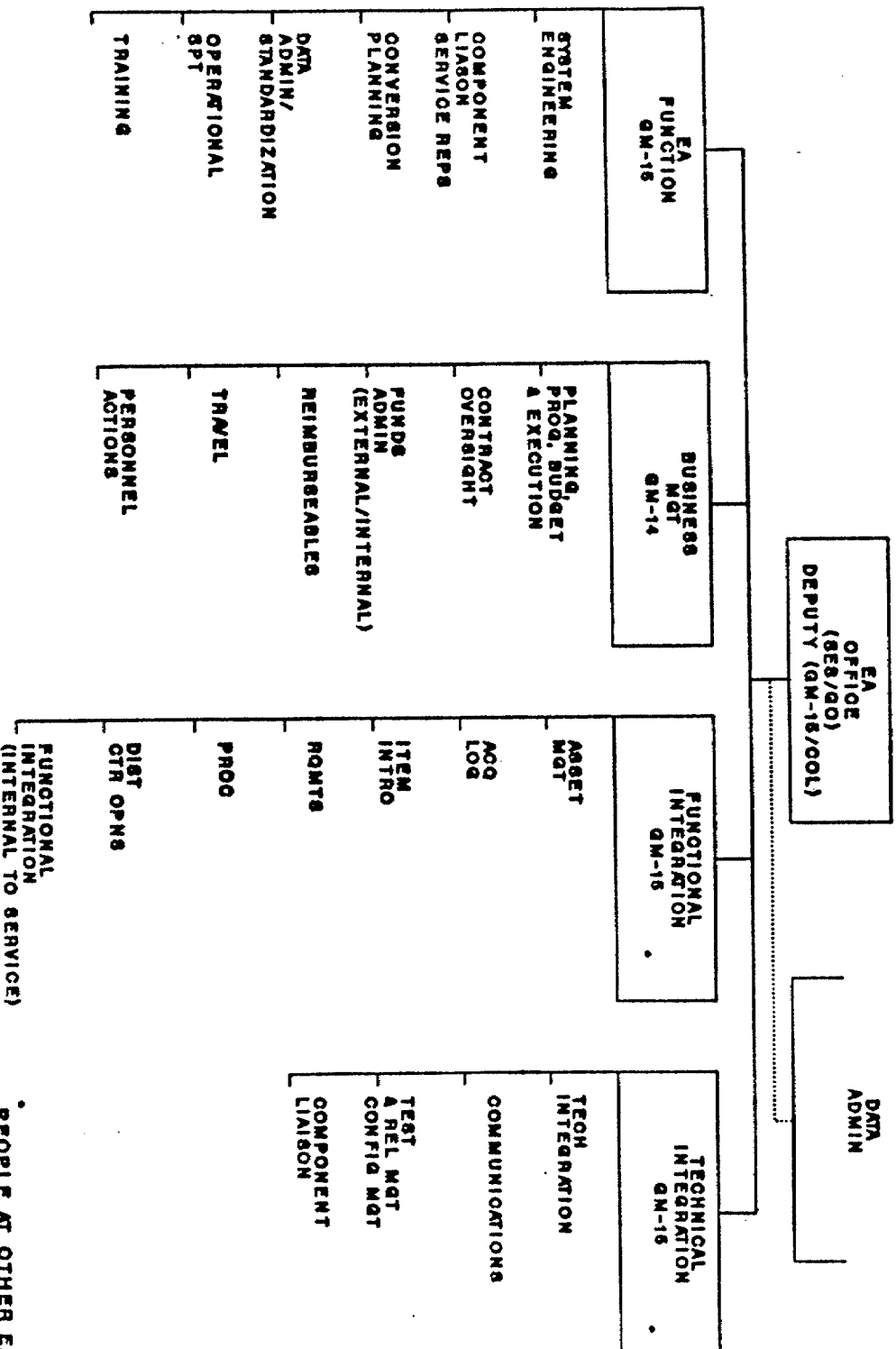
G. OPERATIONAL SUPPORT:

Describe the organizational concept that will provide operational support, including network monitoring and control, capacity planning and performance monitoring, to the user after the system has been fielded. Methodologies must address procedures to be used in event of total failure of the system as well as degrees of failure to perform that have a lesser impact.

H. DATA MANAGEMENT:

Provide a plan for data naming definition and validation within the interim system. Establishment of a data repository that compliments and feeds the integration agent should be included. A plan for the conversion of existing data to the interim system is also required.

EXECUTIVE AGENT STRUCTURE



PEOPLE AT OTHER EAs
BELONG TO THESE GROUPS;
LIAISON FOR EAs-
OTHER FUNCTIONALS



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-3040

January 3, 1991

COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

MEMORANDUM FOR COMPTROLLER OF THE DEPARTMENT OF DEFENSE

SUBJECT: Funding of Executive Agents for Materiel Management
and Distribution

The Senior IRM Official issued the Executive Agent Charter for Management of Interim Systems on November 7, 1990. The forwarding memorandum emphasized that the timely assignment of Executive Agents will position the Department in the best posture to meet day-to-day operational requirements, while maximizing the use of limited resources, until such time as the CIM developed, DoD-wide standard systems are implemented. The charter provides for resource adjustments necessary to recognize and support the role of Executive Agent.

I have approved the designation of Executive Agents as outlined in the ASD (P&L) memorandum, "Logistics Interim Standard Systems and Executive Agents," dated December 18, 1990. Attached are the designation memoranda that identify initial funding to establish and operate the executive agent organization.

Request your office take action to allocate the funding to establish Executive Agent offices as described in the attachment. The source of this funding is the OSD CIM transfer account. Our Memorandum for the Record dated December 21, 1990 retained approximately \$220 million of the total \$1 billion in the account pending decisions on the designation of Executive Agents. Points of contact are Messr. Mike Noll and John Downey, telephone 703-696-1274.

A handwritten signature in black ink, reading "Duane P. Andrews".

Duane P. Andrews

Attachments

cc: ASD (PA&E)



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, DC 20301-8000

December 18, 1990

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE FOR COMMAND, CONTROL,
COMMUNICATIONS AND INTELLIGENCE

SUBJECT: Logistics Interim Standard Systems and Executive Agents

The Report at Attachment 1 was prepared by the DoD Materiel Management Board in response to the Senior Information Resource Management (IRM) Official's request to identify automated data systems within the functional areas of materiel management and distribution to be selected as DoD interim standard systems. This action is required pending the ultimate development of single standard ADP systems under the Defense Management Review (DMR) Corporate Information Management (CIM) initiative. This report, together with more than nine thousand pages of backup materials, represents the combined efforts of the materiel management and distribution Component organizations to identify systems which meet current needs and which can provide the basis for future development, particularly the efforts required to achieve the dramatic management improvements and efficiencies through the DMR. Attachment 2 provides the proposed tasking to designate the Service Secretaries and the Director, Defense Logistics Agency as Executive Agents for specific functional areas as specified in the report.

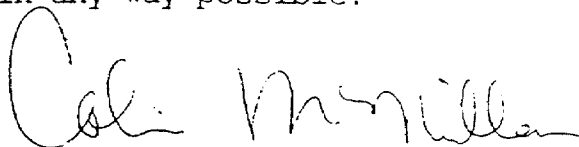
To ensure full compliance with the interim systems objectives of the Senior Information Resources Official, including full documentation of savings, the proposed tasking to the Executive Agents includes detailed supplemental guidance to be followed as a prerequisite to full implementation of the Executive Agent assignments. This guidance will ensure full accountability for milestone schedules; documentation of savings, including identification of systems to be discontinued; effective management of financial resources; maximum documentation and data standardization, and full integration of the efforts of five Executive Agents into an operable standard system. Ultimately, this approach will accelerate execution of the CIM process and the final achievement of CIM objectives.

In this regard, P&L functional oversight and CIM technical guidance will be exercised throughout the process. As recommended in the report, an expanded P&L ADP Systems functional oversight

organization is being established. Dedicated Component organizations focusing on materiel management and distribution systems, with direct funding channels, are also being developed to enhance management visibility and accountability. The mutual dependence on standard systems fosters a partnership among the Components. To institutionalize this process, we are developing program plans and milestones for the Executive Agents. The supplemental guidance includes the important initial steps in this effort.

Significant progress has already been achieved but much more work remains. As always, funding becomes an essential ingredient. Initially, funds must be provided to establish the Executive Agent organizational structure. The overall Senior IRM Official, Interim Systems Executive Agent Charter, approved November 7, 1990, provides for such funding from CIM resources. The Interim Systems Report documents the materiel management and distribution Executive Agent requirements for these funds. Further, if portions of the interim systems are to be implemented in FY 1991, early allocation of operations and procurement funds provided by Congress in the FY 1991 Defense budget is imperative. These funding requirements are also documented in detail in the Interim Systems Report and its extensive supporting materials.

I would appreciate your personal attention to sign the assignment of Executive Agents and to release the corresponding funding allocations as proposed in the enclosed documentation. Our success in interim systems development, and more importantly, in implementation of the Secretary's DMR initiatives is highly dependent on continuing the forward momentum of this project. As always, my staff stands ready to assist in any way possible.



Colin McMillan
Assistant Secretary of Defense
(Production and Logistics)

Attachments



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-3040

January 3, 1991

COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: DESIGNATION OF EXECUTIVE AGENT FOR DEVELOPMENT OF
LOGISTICS INTERIM STANDARD INFORMATION SYSTEMS

Pending the completion of the Defense Management Review (DMR) Corporate Information Management (CIM) initiative, standardization of ADP systems across all DoD Component organizations is to be achieved through selection and implementation of operational or soon-to-be operational systems as DoD standard systems. Executive agents are to be designated as the DoD standard system managers to facilitate the implementation and operation of these standard systems. The Secretary of the Army is designated as the DoD Executive Agent for the Asset Management portions of the Logistics Interim Standard Systems for the Materiel Management functional area.

The Executive Agent (EA) function shall be executed in accordance with the DoD Executive Agent Charter and Supplemental Guidance, attachments 1 and 2 respectively. Initial funding of \$5.91 million will be provided to establish and operate the executive agent organization to develop the Concept and Technical plans specified by attachment 2. These plans will be provided to the Senior IRM Official through the Materiel Management Board (MMB) within 90 and 180 days, respectively, of the date of this memorandum. Upon approval of the EA plans by the Senior IRM Official, appropriate funds will be provided. The EA is encouraged to exploit opportunities for early implementations with potential for rapid return on investment.

The Assistant Secretary of Defense for Production and Logistics (ASD(P&L)) will provide the functional oversight and instructions necessary to implement this memorandum. The Technical Management Plan will be submitted to the Senior Information Management Official through the ASD(P&L).

A handwritten signature in black ink, appearing to read "Duane P. Andrews", is located below the text of the memorandum.

Duane P. Andrews

Attachments



COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-3040

January 3, 1991

MEMORANDUM FOR SECRETARY OF THE NAVY

SUBJECT: DESIGNATION OF EXECUTIVE AGENT FOR DEVELOPMENT OF
LOGISTICS INTERIM STANDARD INFORMATION SYSTEMS

Pending the completion of the Defense Management Review (DMR) Corporate Information Management (CIM) initiative, standardization of ADP systems across all DoD Component organizations is to be achieved through selection and implementation of operational or soon-to-be operational systems as DoD standard systems. Executive agents are to be designated as the DoD standard system managers to facilitate the implementation and operation of these standard systems. The Secretary of the Navy is designated as the DoD Executive Agent for the Acquisition Management portions of the Logistics Interim Standard Systems for the Materiel Management functional area.

The Executive Agent (EA) function shall be executed in accordance with the DoD Executive Agent Charter and Supplemental Guidance, attachments 1 and 2 respectively. Initial funding of \$5.7 million will be provided to establish and operate the executive agent organization to develop the Concept and Technical plans specified by attachment 2. These plans will be provided to the Senior IRM Official through the Materiel Management Board (MMB) within 90 and 180 days, respectively, of the date of this memorandum. Upon approval of the EA plans by the Senior IRM Official, appropriate funds will be provided. The EA is encouraged to exploit opportunities for early implementations with potential for rapid return on investment.

The Assistant Secretary of Defense for Production and Logistics (ASD(P&L)) will provide the functional oversight and instruction necessary to implement this memorandum. The Technical Management Plan will be submitted to the Senior Information Management Office through the ASD(P&L).

Duane P. Andrews

Attachments



COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-3040

January 3, 1991

MEMORANDUM FOR SECRETARY OF THE AIR FORCE

SUBJECT: DESIGNATION OF EXECUTIVE AGENT FOR DEVELOPMENT OF
LOGISTICS INTERIM STANDARD INFORMATION SYSTEMS

Pending the completion of the Defense Management Review (DMR) Corporate Information Management (CIM) initiative, standardization of ADP systems across all DoD Component organizations is to be achieved through selection and implementation of operational or soon-to-be operational systems as DoD standard systems. Executive agents are to be designated as the DoD standard system managers to facilitate the implementation and operation of these standard systems. The Secretary of the Air Force is designated as the DoD Executive Agent for the Requirements Management portions of the Logistics Interim Standard Systems for the Materiel Management functional area.

The Executive Agent (EA) function shall be executed in accordance with the DoD Executive Agent Charter and Supplemental Guidance, attachments 1 and 2 respectively. Initial funding of \$2.6 million will be provided to establish and operate the executive agent organization to develop the Concept and Technical plans specified by attachment 2. These plans will be provided to the Senior IRM Official through the Materiel Management Board (MMB) within 90 and 180 days, respectively, of the date of this memorandum. Upon approval of the EA plans by the Senior IRM Official, appropriate funds will be provided. The EA is encouraged to exploit opportunities for early implementations with potential for rapid return on investment.

The Assistant Secretary of Defense for Production and Logistics (ASD(P&L)) will provide the functional oversight and instructions necessary to implement this memorandum. The Technical Management Plan will be submitted to the Senior Information Management Official through the ASD(P&L).

Duane P. Andrews

Attachments



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-3040

January 3, 1991

COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

MEMORANDUM FOR SECRETARY OF THE NAVY

SUBJECT: DESIGNATION OF EXECUTIVE AGENT FOR DEVELOPMENT OF
LOGISTICS INTERIM STANDARD INFORMATION SYSTEMS

Pending the completion of the Defense Management Review (DMR) Corporate Information Management (CIM) initiative, standardization of ADP systems across all DoD Component organizations is to be achieved through selection and implementation of operational or soon-to-be operational systems as DoD standard systems. Executive agents are to be designated as the DoD standard system managers to facilitate the implementation and operation of these standard systems. The Commandant of the Marine Corps is designated as the DoD Executive Agent for the Item Introduction portions of the Logistics Interim Standard Systems for the Materiel Management functional area.

The Executive Agent (EA) function shall be executed in accordance with the DoD Executive Agent Charter and Supplemental Guidance, attachments 1 and 2 respectively. Initial funding of \$5.8 million will be provided to establish and operate the executive agent organization to develop the Concept and Technical plans specified by attachment 2. These plans will be provided to the Senior IRM Official through the Materiel Management Board (MMB) within 90 and 180 days, respectively, of the date of this memorandum. Upon approval of the EA plans by the Senior IRM Official, appropriate funds will be provided. The EA is encouraged to exploit opportunities for early implementations with potential for rapid return on investment.

The Assistant Secretary of Defense for Production and Logistics (ASD(P&L)) will provide the functional oversight and instructions necessary to implement this memorandum. The Technical Management Plan will be submitted to the Senior Information Management Official through the ASD(P&L).

A handwritten signature in black ink, appearing to read "Duane P. Andrews", is located below the text.

Duane P. Andrews

Attachments



ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D.C. 20301-3040

January 3, 1991

COMMAND, CONTROL,
COMMUNICATIONS
AND
INTELLIGENCE

MEMORANDUM FOR DIRECTOR, DEFENSE LOGISTICS AGENCY

SUBJECT: DESIGNATION OF EXECUTIVE AGENT FOR DEVELOPMENT OF
LOGISTICS INTERIM STANDARD INFORMATION SYSTEMS

Pending the completion of the Defense Management Review (DMR) Corporate Information Management (CIM) initiative, standardization of ADP systems across all DoD Component organizations is to be achieved through selection and implementation of operational or soon-to-be operational systems as DoD standard systems. Executive agents are to be designated as the DoD standard system managers to facilitate the implementation and operation of these standard systems. The Director of the Defense Logistics Agency is designated as the DoD Executive Agent for the Distribution Center Operations portions of the Logistics Interim Standard Systems for the Materiel Management functional area.

The Executive Agent (EA) function shall be executed in accordance with the DoD Executive Agent Charter and Supplemental Guidance, attachments 1 and 2 respectively. Initial funding of \$6.3 million will be provided to establish and operate the executive agent organization to develop the Concept and Technical plans specified by attachment 2. These plans will be provided to the Senior IRM Official through the Materiel Management Board (MMB) within 90 and 180 days, respectively, of the date of this memorandum. Upon approval of the EA plans by the Senior IRM Official, appropriate funds will be provided. The EA is encouraged to exploit opportunities for early implementations with potential for rapid return on investment.

The Assistant Secretary of Defense for Production and Logistics (ASD(P&L)) will provide the functional oversight and instructions necessary to implement this memorandum. The Technical Management Plan will be submitted to the Senior Information Management Official through the ASD(P&L).

Duane P. Andrews

Attachments

DEPARTMENT OF DEFENSE INSTRUCTION <DRAFT>

LOGISTICS INTERIM STANDARD SYSTEMS

for

MATERIEL MANAGEMENT

SUBJECT: Interim Standard Systems for Materiel Management

References:(a) OSD Comptroller Memorandum, "Executive Agent Charter for Management of Interim Systems", November 7,1990

(b) DOD Directive 7920.1, "Life Cycle Management of Automated Information Systems (AIS)", June 20, 1988

(c) DRAFT DODI 5000.11, "Data Administration for Corporate Information Management"

A. PURPOSE

1. The objective of Logistics Interim Standard Systems (LISS) for Materiel Management is to select information management systems from among the DOD Components which can accommodate the requirements of all other users, and implement those systems across the Services and DLA. It is necessary to plan for the successful implementation of LISS in the near term, and ensure that the systems evolve in accordance with the Corporate Information Management (CIM) vision of the standard DOD Materiel Management System.

2. The purpose of this guidance is to promulgate policy, and establish responsibility and procedures for the management of the Interim Standard Systems for the Materiel Management

B. APPLICABILITY AND SCOPE

1. This guidance applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Defense Agencies, and DOD Field Activities (here after collectively referred to as Components) responsible for wholesale logistics.

2. The scope of this guidance is the following functional areas of Materiel Management.

- (a) Acquisition Materiel Management
- (b) Item Introduction
- (c) Requirements Determination
- (d) Asset Management
- (e) Distribution Centers

C. DEFINITIONS

1. Acquisition Materiel Management - Encompasses the functions of weapon system management, engineering support, technical support and the functions of procurement as they pertain to materiel management. Data requirements include engineering drawings and specifications, configuration control and status accounting, as well as reliability, maintainability and availability data.

2. Asset Management - The methods and procedures designed to receive, store, maintain, and control the flow of materiel between the point of entry into the materiel management system and the point of exit. For the purposes of this instruction this includes management of unserviceable returns and the process of planning and scheduling depot level maintenance.

3. Corporate Information Management (CIM) - The DoD initiative to increase the effectiveness of the DoD Management Information Systems by approaching their design, development and maintenance from a corporate view point.

4. Distribution Center Operations - The methods and procedures for receiving, storing, shipping, packaging and performing physical inventory of wholesale stocks.

5. Executive Agent (EA) - The senior Defense Component official designated to direct Component support for LISS for the assigned functional area.

6. Integration Agent (IA) - The office of the Secretary of Defense (OSD) Organization designated to direct the coordination and integration actions, both functional and technical, of the EA's.

7. LISS Configuration Management - The procedures for managing and controlling changes to hardware, software and system documentation which directly impact the functional areas of materiel management Interim Support Systems.

8. LISS Management Council (LMC) - The entity, headed by the Integration Agent with membership by EA and Component representatives, whose responsibility is to resolve or forward to the Materiel Management Board/Functional Steering Committee any functional, technical and budgetary issues which can not be resolved at the EA level.

9. Item Introduction - The methods and procedures for naming, numbering and assigning management/technical data to an item of supply during it's life cycle and determining the range and depth of support items required to operate and maintain a weapon system/end item.

10. Major Automated Information Systems Review Committee (MAISRC) - The entity responsible for the approval of automated systems requiring over \$25 million in one year or a total of \$100 million or is designated as being of special interest by OSD.

11. Defense Materiel Management Board (MMB) - Senior level Management board, established by charter, operating under the auspices of the Under Secretary of Defense (Acquisition) (OSD (A)), that provides the Secretary of Defense and his staff with the mechanism to ensure operational oversight and direction to implement Defense Materiel Management processes for more efficient and economical performance of logistics functions worldwide.

12. Functional Steering Committee (FSC) - Committee established by OSD to provide guidance to facilitate development and implementation of policy in the Production and Logistics area.

13. Program Executive Officer (PEO) - A Component official responsible for administering a defined number of major and/or non-major acquisition programs who reports to and receives direction from the Component Acquisition Executive.

14. Requirements Determination - The methods and procedures of determining customer needs, selecting the method of support, developing stock levels and acquisition objectives, budgeting for those requirements and initiating actions to obtain the stock.

D. POLICY AND PROCEDURES

1. LISS will represent a common baseline for incorporation of the ultimate CIM functional requirements.

2. Materiel Management Automated Information System (AIS) requirements across all DoD Components will be consolidated for review, approval, and implementation.

DETAILED TECHNICAL PLAN

A. CIM PROCESS DOCUMENTATION.

The detailed technical management plan will include the documentation required by portions of the CIM Process Guide as indicated below. These portions of the documentation must be included for all current systems for both interim standard and interim non-standard systems. Details for completion of these sections can be found in the attached CIM Process Guide; questions concerning methods for completion of the sections will be resolved with the senior representative on the MM CIM from your component.

| CIM SECTION | DESCRIPTION | DATE REQ'D |
|-------------|-----------------------------|------------|
| 2.3.1 | Information Catalog | 12-7-90 |
| 2.3.2 | AIS Profiles | 3-1-91 |
| 2.3.3 | AIS Capabilities Assessment | 4-30-91 |

The following sections will be completed in conjunction with the CIM Functional Group.

| | | |
|-------|------------------------------------|---------|
| 2.2.1 | Current Functional Baseline | 1-18-90 |
| 2.2.2 | Current Functional Model | 2-15-91 |
| 2.2.3 | Current Functional Info Model | 3-22-91 |
| 2.2.4 | Composite Functional RQMTS | 4-11-91 |
| 2.1.9 | Future Functional Business Plan | 5-24-91 |

B. TECHNICAL ARCHITECTURAL PROPOSAL:

Prepare recommended architectural proposal, based on the combinations of systems identified in Methods to achieve ISS to meet the current DOD functional requirements. This proposal will include, as a minimum, identification of users, hardware, facilities, communications and the recommendations of what systems should operate and the location at which each will operate.

C. BUDGET PLAN:

Prepare a projected budget plan which covers the expected six (6) year life cycle of the ISS.

D. CONFIGURATION/CHANGE/PROBLEM MANAGEMENT:

Describe your Configuration Management Plan. This plan will describe, in detail, the method by which changes may be proposed and the board structure to be used to approve them. Include in your package any recommendations for a board structure to integrate these changes with other ISS boards. Also address how the ISS changes will be communicated to the CIM groups. Describe your proposed Problem Management approach. This approach must address how system problems are to be identified, tracked, and resolved.

3. Common functions within the DoD will be supported by a standard AIS whenever feasible. LISS will be selected from existing Component automated systems based upon:

(a) Functionality - the selected system must perform all minimum requirements in the functional area and maintain at a minimum, the present level of operational capability of the user.

(b) Adaptability - only minor changes are required to meet the requirements of at least two Components. Technical aspects, including documentation and hardware compatibility, are readily adaptable to multiple Components and to enhancements

(c) Implementation - the selected system must be operational or planned to be operational within the developing Component within twelve months of Executive Agent assignment. A complete implementation plan including concept, resources and schedule will be prepared for each system selected.

(d) Risk - the selected system will be subjected to a cost benefit analysis to identify all costs as well as technical and functional risk associated with implementation.

4. Functional control over changes and enhancements to Interim Systems will reside with the principal functional OSD deputate. Technical control over changes will reside with the senior Information Resources Management (IRM) official in DoD. The principle functional deputy and the senior IRM official will use the existing boards (MMB and FSC) in their management process.

5. Executive Agents will be established to implement LISS and ensure effective use of existing functional and technical resources. An Executive Agent will be assigned to each of the five functional areas of materiel management;

- (a) Acquisition Materiel Management
- (b) Item Introduction
- (c) Requirements Determination
- (d) Asset Management
- (e) Distribution Centers

6. Executive Agents will be assigned by the DoD Senior IRM official to manage the selection, implementation and maintenance of LISS. In those instances where a Component PEO has been assigned for a system that is selected as a LISS, the EA will assume the responsibility for reporting to the PEO. The EA will report to the host Component PEO regardless of the Component or Components which are doing the actual development.

7. The Executive Agent will have the authority to commit the host Component to specific levels of support for the users of assigned systems across all DoD Components. On an annual basis, each EA will execute a Memorandum of Agreement (MOA) with each using Component which identifies the support capability planned for that Component. The resulting MOA will be a host Component commitment to provide the capability and will require renegotiation if the EA cannot meet the terms agreed upon. Executive Agents will secure financial resources for the systems supporting their functional area through the Integration Agent Program Objective Memorandum (POM) and budget submission process.

8. Component representatives to the EA remain a resource of the Component and act as advocates for mission and technical requirements. The Component, based on joint agreement with the EA, may use TDY, PCS, and/or rotation.

9. The Assistant Secretary of Defense for Production and Logistics (P&L) will establish an Integration Agent. The IA will manage the coordination and integration of all actions of the Executive Agents in support of the LISS and will chair the LMC.

10. Interim Standard Systems will comply with all DOD AIS development and implementation instructions including applicable CIM process guide requirements as specified in EA supplemental guidance. The MAISRC process will be augmented with LISS specific control procedures as necessary.

11. To achieve OSD's efficiency and productivity initiatives, oversight will be streamlined during the transition period, defined as one year after the EA appointment. During this period the MAISRC requirement will be satisfied by using the Technical Management Plan specified in the supplemental instructions to reference (a). The requirements outlined in reference (b) will be satisfied by using existing documentation where possible.

12. System documentation will be defined as configuration items and managed through the Configuration Control Board Process.

13. EAs will comply with the defined Data Administration and Standardization Program for Materiel Management LISS, as specified by the Integration Agent and reference (c).

14. EAs will use standard cost accounting techniques and reporting as specified by the Integration Agent.

15. EAs will provide monthly funds status reports (obligated, committed, expended) to the Integration Agent.

16. EAs will use a standard project management support system selected by the Integration Agent.

17. The EAs will not develop a dedicated Central/Secondary Design Activity for program development and maintenance. Each EA will contract with appropriate Component agencies, using an MOA, to obtain support. Components will use existing organic and/or contractual support to satisfy EA requirements where available.

18. Configuration Control Boards (CCBs) will be established at each EA. Overall technical configuration authority will reside with the senior IRM official. The scope of each CCB will be constrained to assigned functional areas. The EA CCB will include Component representatives as voting members and IA and CIM Functional Group representatives as non voting members. Component members of each EA CCB will coordinate technical issues with their respective Data Processing Installations (DPIs) in order to provide a controlled, predictable environment in which the EA will implement applications.

E. ORGANIZATION

1. The LISS organization chart is provided as enclosure 1.
2. The minimum organizational requirements for the Executive Agent are provided as enclosure 2.
3. The actual form and structure of the individual Executive Agent organizations remains the decision of the designated Component.

F. RESPONSIBILITIES

1. The senior IRM official is responsible for:
 - (a) approving all existing system candidates for LISS.
 - (b) reviewing and approving the LISS resource requirements during the planning phase of PPBES prior to incorporation by EAs into the Integration Agent Program Objective Memoranda (POM) and Budget submissions.

Enclosure FY 91/92

(c) resolving technical interface issues that cross functional areas.

2. Functional Steering Committee is responsible for:

(a) providing technical policy, strategic objectives and other related guidance to functional groups and resolving any issue related to interpretation and implementation of such.

(b) reviewing candidates proposed for Interim Standard Systems and recommending approval by the DoD Senior Information Resources Management official.

3. The Defense Materiel Management Board is responsible for:

(a) providing policy, strategic objectives and other related guidance to functional groups and resolving any issue related to interpretation and implementation of such.

(b) providing functional oversight to the LISS selection process and recommend LISS candidates.

(c) maintaining overall functional configuration control of LISS.

(d) directing the implementation of externally mandated changes. The decision to incorporate the new requirement in LISS or in CIM will be based on cost, schedule and urgency of the new functionality.

(e) reviewing Component mission specific requirements which require separate and unique development efforts and approving/directing a course of action.

4. The Integration Agent will:

(a) Chair of the LISS Management Council.

(b) sponsor and administer the combined funds requirement for all EAs through the POM and budget submission process.

- (c) review all EA MOAs.
- (d) control and direct LISS data administration and other technical issues for the EAs using the Components as the implementing agents.
- (e) establish the business rules applicable to the structure and operation of the EA CCBs.
- (f) establish standard interface procedures among EAs and mediate interface issues between functional areas.
- (g) ensure EA compliance with existing functional and technical standards and policy.
- (h) sponsor/administer LMC issues.

5. The LISS Management Council is responsible for:

- (a) resolving interface, funding, scheduling and configuration management issues among the EAs.
- (b) establishing overall policy and procedures to be utilized by the EAs.

6. The Executive Agent will:

- (a) be the single point of contact between the MAISRC and the Components for the assigned area of responsibility.
- (b) prepare and submit funding requirements for development, implementation, and maintenance of LISS for the assigned functional area through the IA POM and budget submission process.
- (c) through an MOA, coordinate the implementation and use of the application software, hardware, operating system/utility software and communications with the Components' data processing centers.
- (d) prepare and submit all reports required by OSD.

- (e) ensure that functional area support systems interface effectively with all other LISS areas, as well as remaining non-LISS areas, where required.
- (f) incorporate Service requirements necessary to support specific mission responsibilities. Where the DoD Component and the EA are unable to reach agreement, the issue will be elevated to the LMC.
- (g) fund required Component travel to effect the implementation and support of LISS applications within the designated functional area.
- (h) provide In-Process Reviews to the MMB/FSC semi-annually or as required.
- (i) utilize the OSD approved project management and financial accounting & management systems for LISS planning and implementation.
- (j) comply with existing functional and technical standards and policies.

7. Components will:

- (a) will provide two representatives to the responsible EA and additional functional and technical augmentation as required.
- (b) consolidate all materiel management automated information requirements within each of the five functional areas and provide requirements and implementation status to the Component representative at each of the five EAs.
- (c) identify all potential functional and technical resources which can be directly and indirectly used by the EA to effect LISS. All required funds will be obtained through the EA under MOAs between the EA and the Components.

(d) prepare and submit funding requirements for operation of LISS through the Component POM and budget submission process.

(e) respond to all requests by the EA for other management, functional and technical information.

(f) identify and document concerns and issues relative to the specific functional areas.

8. The Component representative member to the EA will:

(a) be an active participating member of the EA organization and act on the behalf EA as directed.

(b) staff issues and proposed changes with the appropriate Component activities.

(c) represent Component interest and requirements in all configuration management activities including voting membership to the EA CCB.

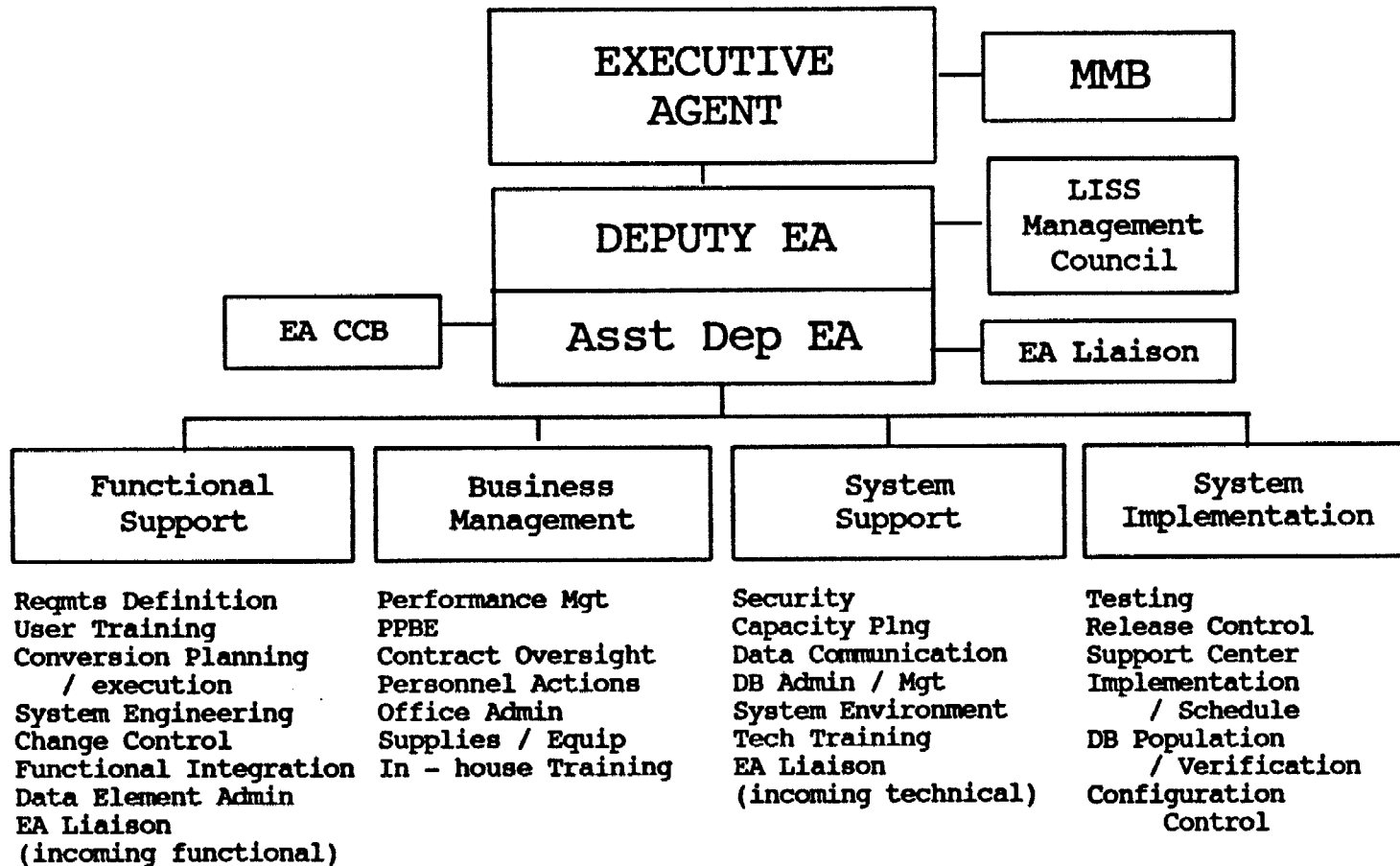
(d) obtain and identify all Component resource requirements, including travel, to effect, implement and maintain LISS applications within the functional area of the host EA.

9. CIM Functional Group representative to the IA is responsible for:

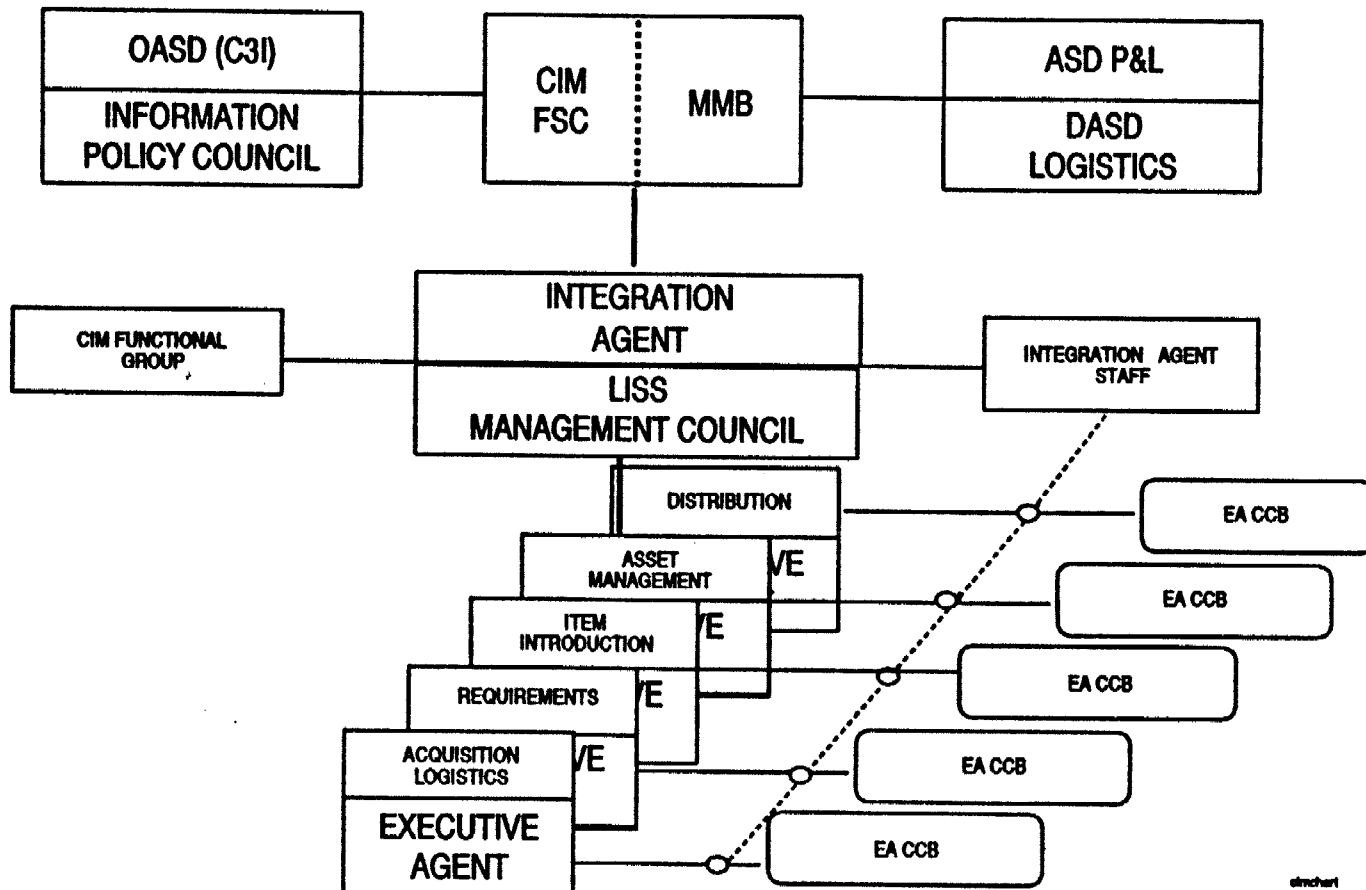
(a) ensuring future system concept is considered during LISS CCB review.

(b) ensuring consistency between data administration for LISS and CIM.

EXECUTIVE AGENT FUNCTIONS



LOGISTICS INTERIM STANDARD SYSTEMS MATERIEL MANAGEMENT



simchart

INTEGRATION AGENT
FOR
MANAGEMENT OF DOD LOGISTICS INTERIM SYSTEMS
FOR
MATERIEL MANAGEMENT
CHARTER

REFERENCES:

- A. Deputy Secretary of Defense Memorandum, "DoD Corporate information Management" of October 4, 1989.
- B. Comptroller of the Department of Defense Memorandum, "Guidelines on interim Standard Information Systems" of June 25, 1990.
- C. DoD Corporate Information Management Process Guide of August 1990.
- D. DoD Directive 7920.1, "Life Cycle Management of Automated Information Systems" of June 20, 1988.
- E. Comptroller of the Department of Defense Memorandum, "Executive Agent Charter for Management of Interim Systems" of November 7, 1990.

I. BACKGROUND

II. PURPOSE

To delineate responsibilities, authorities and relationships between the Integration Agent and the Executive Agent for the management of technical architectures in support of LISS.

III. APPLICABILITY AND SCOPE

This charter applies to the Office of the Secretary of Defense, the military Departments, the Defense Agencies, and the DoD Field activities (hereafter collectively referred to as DoD Components).

IV. MISSION

To position the Department in the best Information Resources Management (IRM) posture to support the day-to-day functional

operational requirements, while implementing the technical architectures necessary to make Standard CIM systems successful.

V. ASSIGNMENT

The Office of ADP Systems and Technology will serve as the integration Agent, with delegation authority.

VI. RESPONSIBILITIES

A. The Integration Agent will:

1. Represent LISS for Material Management in reference to Logistics CIM systems initiatives to ensure consistency in the overall direction of Information Management efforts.
2. Develop a technical management plan for approval by the Senior DoD IRM Official for all LISS for Material Management to ensure accomplishment of the mission (see Paragraph IV) in accordance with References B, C, D and E. This includes the technical architectures for Communications and Hardware/Software as well as management oversight of the designated Implementing Service developed plan for Data Administration.
4. Establish and chair an Integration Group for Hardware/Software to develop and implement a hardware/software architecture plan that defines the Strategic, Tactical and Operational requirements to meet LISS for Material Management and positions DoD to meet the requirements of Standard CIM objectives.
5. Conduct economic and technical analyses on alternative solutions to determine the feasibility of transitioning from multiple communication and hardware/software systems to a supporting architecture for LISS for Material Management.
7. Provide configuration management policy, procedures and oversight for all technical architectures. This includes review of new technical requirements or modifications to existing requirements, review and analysis of all technical system change request and development of recommendations for consideration by Senior IRM Official.

B. The Integration Work Groups established by the Integration Agent will:

1. Verify, validate and update the technical baseline developed by the Technical Review Team for the LISS for Material

Management candidates. Prepare a review plan proposal for the Integration Agent.

2. Identify and document the functional requirements for communications and hardware/software support. Prepare a review plan proposal for the Integration Agent.

3. Assess the adequacy of the existing technical architectures to support LISS for Material Management.

4. Develop, coordinate and implement the appropriate architecture plans (Strategic, Tactical, Operational).

a. Strategic Plans will define the goals and objectives to be achieved within the DoD technical environment to support Standard CIM systems.

b. Tactical Plans will define the goals and means required to meet strategic environment to the technical environment that will support Standard CIM systems.

5. Participate in design reviews and system test and evaluations conducted by the Executive Agents for LISS.

6. Assist the Executive Agent in the economic analysis for the candidate systems in their business areas.

7. Research and identify opportunities for system and productivity improvement through the utilization of new technology.

DATA ADMINISTRATION AND STANDARDIZATION CHARTER
FOR
MANAGEMENT OF DOD LOGISTICS INTERIM STANDARD SYSTEMS
FOR
MATERIEL MANAGEMENT

REFERENCES:

- A. Deputy Secretary of Defense Memorandum, "DoD Corporate Information Management" of October 4, 1989.
- B. Comptroller of the Department of Defense Memorandum, "Guidelines on Interim Standard Information Systems" of June 25, 1990.
- C. DoD Corporate information Management Process Guide of August 1990.
- D. DoD Directive 7920.1, "Life Cycle Management of Automated Information Systems" of June 20, 1988.
- E. Comptroller of the Department of Defense Memorandum, "Executive Agent Charter for Management of Interim Systems" of November 7, 1990.
- F. DoD Data Administration Regulation - actual title and date to be furnished later.

I. BACKGROUND

Pursuant to the objectives of the above references and with the approval of the Functional Steering Committee (FSC), the DoD Senior IRM Official and direction from the Integration Agent (IA), Army is the Implementing Service for Data Administration and Standardization to support Logistics Interim Standard Systems (LISS) initiatives for Material Management.

The Integration Agent is defined as the responsible agent to manage and direct the effective coordination and integration of LISS.

Implementing Service is defined as the Component responsible for ensuring an effective and complete Data Administration and Standardization program is established to support LISS for Material

Management through joint Component participation in all aspects of the process.

II. PURPOSE

To delineate responsibilities, authorities and relationships between the Implementing Service and the DoD Components for the management of the Data Administration and Standardization Program in support of LISS for Material Management and to define the interrelationship of the Data Administration Program and Executive Agents (EA).

III. APPLICABILITY AND SCOPE

This charter applies to all activities and agencies involved in LISS for Material Management reporting to the Office of the Secretary of Defense, the military Departments, the Defense Agencies, and the DoD Field activities (hereafter collectively referred to as DoD Components).

IV. MISSION

To position the Department in the best posture to support the day-to-day operational requirements for logistics management information through implementation of a Data Administration and Standardization program for LISS for Material Management.

V. RESPONSIBILITIES

A. The Army as Implementing Service will:

1. Establish a Data Administration and Standardization Office to act as the responsible agent for responsibilities outlined herein.

2. Establish and chair a Data Administration Working Group to develop and implement a Data Administration and Standardization program for LISS for Material Management. The work group will be composed of representatives from all Components and OSD and will serve as the mechanism for development of policy, guidance and procedures.

3. Be responsible for prioritizing, scheduling and completion of component efforts for a Data Administration and Standardization program for LISS for Material Management, in accordance with priorities established by the LISS Management Council (LMC).

4. Serve as the central focal point for all matters relative to data administration and standardization for LISS for Material Management.

5. With support from the EAs and Components define, coordinate and administer the funding requirements for data management activities needed to support the integration of candidate systems in accordance with priorities established by the IMC. These funding requirements will be identified to the Army Executive Agent in sufficient time for incorporation into their Plan, Program, Budget and Execution Process.

6. Develop, coordinate, implement and maintain a standard Information model for LISS for Material Management.

7. Establish a Data Administration and Standardization Network among Components in support of LISS for Material Management requirements within established funding guidelines.

8. Develop, coordinate, implement and maintain a Data Architecture that will support LISS for Material Management while positioning the data environment to meet Standard CIM objectives.

9. Establish and maintain a central repository utilizing the standard Information Model structure.

10. Provide a standard logistics data dictionary.

11. Provide impact/cost benefit analyses for proposed changes.

12. Manage the Data Management Network among Components.

13. Participate in joint development of budget requirements for Data Administration and Standardization in support of LISS for Material Management.

B. Marine Corps will:

1. Develop, coordinate and implement naming convention standards based on DoD standards.

2. Develop and provide standard terms for use by LISS for Material Management through coordination with Navy Modeling efforts and existing DoD conventions and ongoing initiatives.

3. Ensure complete and accurate system data requirements and definitions are provided for data analysis.

4. Conduct data standardization analyses to identify and record data element standards and published sources.

5. Provide results of all analysis to Implementing Service for retention and utilization in standardization.

6. Participate in the Data Administration Working Group.

7. Participate in joint development of budget requirements for Data Administration and Standardization in support of LISS for Material Management.

C. The Air Force will:

1. Document, control and manage all system interfaces (both internal and external) for the LISS for Material Management, as identified by EAS.

2. Provide MOA information to the LISS Centralized Dictionary (Repository).

3. Provide data element information to the Marine Corps, including published sources of common names and definitions, for data analysis.

4. Produce a final MOA that tracks the current LISS for Material Management' data elements.

5. Participate in the Data Administration Work Group.

6. Participate in joint development of budget requirements for Data Administration and Standardization in support of LISS for Material Management.

D. The Navy will:

1. Devise and promulgate uniform methodology and standards for the development, by each EA, of both a data and process model for each assigned LISS for Material Management.

2. Serve as technical advisor and consultant to EAs during their data and process model development, to encompass such areas as modeling methodology and the selection and use of standard automated tools.

3. Review and analyze data and process models received from each EA in order to determine instances wherein data standardization

(e.g., ensuring that common data is uniformly named) is required. Provide such instances to the Marine Corps for resolution.

4. Combine and integrate individual LISS for Material Management-level models submitted by all EAs into a single LISS for Material Management-wide data model, as well as a companion process model, which clearly depicts the interrelationship of data, and processes within the combined suite of implemented LISS for Material Management.

5. Provide LISS for-Material Management-wide data models to Implementing Service for integration into the LISS Centralized Dictionary (Repository).

6. Participate in Data Administration Work Group.

7. Participate in joint development of budget requirements for Data Administration and Standardization in support of LISS for Material Management.

E. DLA will:

1. Identify, validate and evaluate requirements and scope for ISS for Material Management data administration and standardization program.

2. Identify metrics and establish test plan against which the dictionary, data and process models, and interfaces will be evaluated with the following actions:

a. Test the data dictionary to ensure that data population and queries can be supported.

b. Ensure that the data and process models are migrated into the data dictionary correctly.

c. Evaluate LISS for Material Management-wide models to ensure that all data flows among systems are identified and validated.

d. Validate the use of DoD or applicable standards (e.g., standard data element names).

3. Evaluate and validate data administration, data modeling, and data analysis methodologies and the data dictionary information model to accomplish the following:

a. Identify deficiencies to the Data Administration Work Group for resolution.

b. Assist in defining the proper interfaces in the short-term.

c. Assist in defining a Data Administration model to support integrated DoD standard logistics system in the long-term.

4. Participate on Data Administration Work Group.

5. Participate in the joint development of budget requirements for Data Administration and Standardization in support of LISS for Material Management.

OSD will:

1. Serve as the liaison between LISS for Material Management and the CIM data management programs.

2. Participate in the Data Administration Work Group to identify and resolve problems between Components.

Executive Agents will:

1. Define requirements for Data Administration activities.

2. Provide information and expertise relative to required Data Administration support.